



Return to Work Grant Request for Proposals

In 2022, the Utah Legislature authorized a grant program for business entities through [H.B. 333, Economic And Workforce Development Amendments](#), to offer innovative return-to-work programs for employees throughout Utah. The fund will support business entities in developing new return-to-work programs or expanding existing ones.

Grant Objectives

- Provide individuals opportunities to re-enter the workforce after an extended absence.
- Provide funding for innovative return-to-work programs that offer experience, training, and support to successfully re-enter the workforce.
- Support industry, government, and education in collaborating with individuals who want to re-engage in the workforce and find meaningful professional opportunities.

Eligibility

- The primary applicant must be a “business entity” defined as for-profit or nonprofit in [53B-33-109](#).

RFP Information Session and Questions

- **When:** February 15, 2024, 11:00 a.m. – 12:00 p.m.
Applicants and others interested in the Return to Work RFP are invited to a virtual information session.
- **Where:** Zoom
- **What:** This information session is an opportunity to ask questions about the proposal requirements and online proposal submissions, with Talent Ready Utah staff present to share information and answer questions.
- **Register:** To register for the RFP information session and receive a meeting invitation, click [here](#). Questions about the RFP are welcome and can be submitted using this [RFP Questionnaire](#). **The deadline for questions is March 6, 2024, at 5:00 p.m.**

A recording of the RFP Information Session and emailed questions and responses will be posted on the Talent Ready Utah web page.

Proposal Timeline

The proposal must be submitted online [here](#).

- **Proposals are due by 5:00 p.m. on April 8, 2024.**

Proposal review and questions from the Review Committee

- All submissions will be initially verified. Applicants should be prepared to respond to requests for clarification or additional information.
- After verification, the review committee will consider proposals. Applicants should be prepared to respond to final requests for clarification or additional information.

Review Committee recommendations to the Talent Ready Utah Board

- After the proposal review, the committee will present its recommendations to the Talent Ready Utah Board.

Award notification to awardees

- Upon final decision by the Talent Ready Utah Board, notification of awards will be emailed to the contact listed in the application.

Submission Process

The following documents are required for each application:

- Proposal Narrative
- Budget [Worksheet](#)

Businesses will complete the submission via [Google Forms](#), where all documents can be uploaded. An automatic confirmation email will be sent verifying the receipt of the proposal submission.

Proposal Debriefing

Upon request, a debriefing meeting will be scheduled with an applicant. A request for a debriefing meeting must be emailed to TRUgrants@ushe.edu within five (5) business days after notification of an unsuccessful proposal is sent to the bidder. Talent Ready Utah will acknowledge receipt of the debriefing request within three (3) business days.

Discussion will be limited to a critique of the requesting applicant's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted by phone or virtually and will be scheduled for a maximum of

30 minutes.

Program Length

This grant will support innovative programs to facilitate and aid individuals not currently participating in the workforce. The minimum length of proposed programs is one year, but no longer than two years.

Budget

Requested funding must be used solely for the direct costs associated with developing a new return-to-work program or expanding an existing one. Funds cannot be used to pay the wages of individuals participating in the program. Awardees must use grant funds for expenses specific to the program, which may include:

- Salaries & benefits (staff providing direct services)
- Consultants
- Marketing
- Supplies
- Education & training
- Support services
- Memberships

Funding

Grant funds for this initiative will be disbursed in a lump sum upon the memorandum of understanding being executed by all parties. See Reporting and Data Collection below.

The business entity shall submit to any audit by Talent Ready Utah or a third party to verify reported data.

Reporting and Data Collection

It is necessary for Talent Ready Utah to collect data from our grant recipients to gather best practices. The awardee shall submit two reports a year. The first report will cover the program's first six months. The second report will provide a summary of the last six months and of the year. The report shall include:

- Participant data, including:
 - The number of participants served by the program.
 - A summary of the reason why the participant took a break from the workforce.
 - A summary of how long the participants were not participating in the workforce.
 - For the participants who did not complete the program, provide a summary including when they stopped and the reason why.

- The number of participants hired or still employed at the end of the program.
- Provide a summary of the specific occupations this program is serving, including a summary of the occupation, position qualifications, and starting wage.
- A summary of the events, support services, and training offered to participants.
- An updated outline of the program reflecting any changes from the original proposal.
- Challenges, lessons learned, successes, or best practices experienced by the program, participants, or business.
- Documents reconciling the funds awarded by the grant.

Reports are due on the 20th business day of the 7th and 13th month after the memorandum of understanding is executed. If the 20th falls on a weekend or holiday, the report is due the next business day.

Resources

Below are some resources to assist you in planning for a return-to-work program.

- [Career Revive Resources](#): Resources that support businesses to attract and retain women to work after a career break.
- [Introduction to Career Re-entry](#): Provides a variety of organizations, websites, and resources that focus on re-entering the workforce.
- [Return-to-Work Programs Come of Age](#): Carol Fishman Cohen for Harvard Business Review, September-October 2021.
- [Returnship Programs: Ultimate Guide](#)
- [Cultivating diversity, equity, and inclusion](#): How CIOs recruit and retain experienced women in tech.
- [A Complete Guide to Implementing a Successful Return-to-Work Program](#)
- [STEM Reentry Taskforce](#)
- [Second Chance Business Coalition](#): The Case for Second Chance Employment

Evaluation Criteria

The proposal review and evaluation process will be competitive and conducted utilizing a fair and objective process. An evaluation committee will review and score proposals using the scoring rubric below.

Category	Total Points	Weight
Introduction/Need Assessment	25	25%
Program Management	25	25%
Implementation	25	25%
Performance Outcomes	10	10%
Budget	15	15%
Total Possible Points	100	100%

If the evaluation committee requires further information to make their recommendation, Talent Ready Utah may contact respective applicants who submitted proposals for additional information and/or revisions.

For general questions regarding the Return-to-Work Grant and application process, please email TRUgrants@ushe.edu.

Instructions for Proposals

Formatting

A page is 8.5 x 11 inches, with 1-inch margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1-inch margin. Use one of the following fonts: Arial, Calibri, Helvetica, Palatino Linotype, or Georgia. Applications submitted in any other font will not be accepted. Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch). Proposals should not exceed six pages, not including the budget worksheet or letters of support. All proposals should be converted and uploaded as a PDF.

Applicants must address each of the following criteria:

Introduction/Need Assessment	(25 points)
Program Management	(25 points)
Implementation	(25 points)
Performance/Outcomes	(10 points)
Budget	(15 points)

The following guidance may assist applicants in addressing each of the selection criteria:

Introduction/Need Assessment — 25 points

- Provide a detailed description of the proposed new or expanded return-to-work program.
- Describe how this innovative program will support a business need or priority.
- Discuss the specific industry and/or occupations this program is targeting. Include a summary of the industry and/or occupation, position qualifications, and starting wage.
- Define the success of the proposed program.

Program Management — 25 points

- Provide a detailed overview of the experience, training, and/or support provided through the program and how it will support participants' successful return to the workforce.
- Identify the individuals targeted to participate in this program.
- How will you conduct outreach and market the program to achieve goals?
- Describe organizations, if any, that you will partner with to recruit, train, and/or support participants.

Implementation — 25 points

- Provide a start-up implementation timeline/plan.

- Provide a training timeline for participants to complete the program.
- How will participants enroll/register for the program?
- Describe how this program may lead to employment opportunities upon completion.
- What best practices do you propose to design your return-to-work program?
- Describe how your proposed program incorporates those best practices.

Performance/Outcomes — 10 points

- Provide the projected number of individuals who will start, finish, and be successfully hired through the program.
- Describe how the employer will track performance/outcome data.
- Describe how feedback will be obtained to improve the quality of the program.

Budget — 15 points

- Provide an outlined budget for total program cost.
 - Tab 1: Provide the staff resources by title, role type, FTE allocation, and salary proposed and allocated to this budget.
 - Tab 2: An itemized budget detailing the planned use of grant funds, including how the funding will be allocated, tracked, and reported.
 - Tab 3: An overall summary of the budget that includes proposed outcomes and cost per student.
- Indicate any additional funding that has been secured or will be leveraged for this program.